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PART I--THE SCHEDULE
SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 PREFACE TO DESCRIPTION, SPECIFICATIONS, AND WORK STATEMENT

C.1.1 Background

As mandated by Public Law 89-522 dated July 30, 1966, the National Library Service for the Blind and Physically Handicapped (NLS/BPH) provides reading materials in recorded and braille formats to U.S. residents and U.S. citizens living abroad who are unable to use conventional print materials because of visual and physical limitations. Reading materials (books and magazines) are produced by contractors for NLS/BPH, and are distributed to a readership in excess of 770,000 through a network of approximately 150 regional and sub-regional libraries for blind and physically handicapped individuals. Each year, more than 22 million books and magazines are circulated to this group. These libraries are operated by states, municipalities, or other agencies. All services and products are funded by the U.S. Congress through NLS/BPH and are provided to patrons free, including mail to and from patrons, through the U.S. Postal Service.

Books are circulated to patrons primarily through the mail from their network libraries. In addition, NLS/BPH contracts for the production and distribution of magazines, approximately thirty-three in recorded form and thirty-three in braille, that are distributed to patrons and libraries on weekly, monthly, or quarterly schedules. There are also approximately thirty catalogs, bibliographies, and newsletters that are distributed on an annual, quarterly, or bimonthly schedule.

C.1.2 User Materials

Contractors who produce books, equipment, or other products shall be cognizant of the consumer-responsive nature of the program and that the specifications for these products have been developed to meet the needs of program users. Materials are produced with the readers' needs foremost in mind and improved through constant monitoring and consumer input. Contractors are expected to familiarize themselves with the equipment-handling practices of blind and physically handicapped clientele and ensure that the supplies and equipment produced shall stand up under such use. A high degree of quality workmanship and product reliability is mandated by the product specification.

C.1.3 Policy

NLS/BPH follows the mandate of Public Law 89-522 for the purchase of books, either in raised characters or in sound-reproduction recordings, by giving preference to nonprofit institutions whose activities are primarily concerned with the blind and other physically handicapped persons where bids submitted by such institutions are determined to be fair and reasonable.

To fulfill the intent of this mandate and in order to receive this preference, a contractor must perform a substantial portion of the work which is represented by the cost of producing the described items, or by making a significant contribution to the manufacture or production of the end item. In this solicitation, this is defined as follows:

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- A substantial portion of the work means a minimum of fifty percent (fifty percent or more) of the braille transcription and pressing activities, to be determined by one or more of the following: cost not including cost of materials, labor hours, or titles.
- A significant contribution means either the transcription and proofing **or** the pressing, collating, binding, packaging, and shipping activities.

C.2 SCOPE OF WORK

Transcribe, press, bind, and distribute braille magazines in accordance with this solicitation document and the NLS/BPH Specifications #410 (Mailing Carton Labels) and #801 (Braille Magazines or Newspapers) incorporated herein (Section J) and made a part hereof.

C.2.1 Product Conformance Standards

Samples of the following products which precisely meet all requirements in Specifications #410 and #801 may be required at any time during the period of performance: (See also H.1, K.14, and L.3.5)

- One (1) complete press/braille magazine
- One (1) mailing envelope
- One (1) mailing carton

C.3 OPERATIONAL PROCEDURES

C.3.1 NLS/BPH to Provide to Contractor

- Through a mailing service, NLS will provide the address labels or equivalent computer files for each magazine issue.
- Camera-ready NLS/BPH logotype and Library of Congress seal for use in accordance with Specification #801.
- Print copies of sports schedules (See also C.5.8 below).

C.3.2 Time is of the Essence

The contractor shall obtain each print or digital copy magazine directly from the magazine publisher at its earliest possible availability by the most expedient method.

C.3.3 Notification to NLS/BPH of Production Progress

The contractor shall notify the NLS/BPH, Contract Monitor or COTR, via facsimile to (202) 707-0711 - Attention: Production Control Section--Magazines, within one (1) working day of the following events/dates:

- delays in production due to delays in receipt of the print magazine from the publisher;
- the date of receipt of the print copy(ies) or digital format media from publisher (include name and date of issue of magazine)

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- the date the braille magazine(s) is shipped (include magazine name and date of issue, number of copies, and number of braille pages)

C.3.4 NLS/BPH Control Copy

At the same time the completed braille copies are mailed to readers, the contractor shall mail (by U.S. Postal Service only) to NLS/BPH Quality Assurance one (1) braille control copy and one (1) print edition of each magazine produced. The same container used to mail the braille magazine to patrons shall be used.

If the print edition does not fit safely in the braille package, it shall be sent the same day under separate cover. A yellow address label shall be used for the control copy and the print edition (if mailed separately) and both shall be mailed to:

The Library of Congress, NLS/BPH
Quality Assurance Section
1291 Taylor St., N.W.
Washington, DC 20542

C.4 MAILING PROCEDURES

C.4.1 Mailing List

The mailing lists for braille magazines will be maintained by the Library's mailing list contractor (CMLS). The return address shall be the address of the CMLS contractor at all times. The CMLS contractor will provide to the contractor mailing labels (or equivalent computer files for use in ink jet printing of addresses). A choice of the following two (2) types of mailing labels may be utilized:

- 3" x 5" self-adhesive mailing labels with the CMLS return address affixed
- 1" x 3" self-adhesive mailing labels. It shall be the responsibility of the contractor to add the following current CMLS return address:

CMLS
P.O. Box 9150
Melbourne, FL 32902-9150

Any change in this address will be provided to the contractor by NLS/BPH.

C.4.2 Timeless of Labels

The contractor shall verify that mailing labels used for any issue reflect the most current subscription list. Therefore, the contractor shall arrange with the CMLS contractor to generate labels for each issue no sooner than seven (7) days prior to the expected ship date.

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C.4.3 Foreign Agencies/Reports and Procedures (Section H.2, Outside Sales)

C.4.3.1 The contractor shall keep separate, up-to-date mailing lists for all foreign agencies for the blind who purchase copies of magazines produced for NLS/BPH. The contractor shall transfer this list to a successor contractor (if applicable) within 5 calendar days of notification of production of magazine award to other than the then incumbent contractor. A copy of the list shall also be forwarded to the NLS/BPH, Foreign Language Librarian, Collection Development Section. The subscribing foreign agency shall be notified by the new contractor within ten (10) calendar days thereafter of the change in contractor, with a copy to the NLS/BPH, Foreign Language Librarian, Collection Development Section. In cases where a magazine is again awarded to the incumbent contractor, that contractor shall, also, notify subscribing foreign agencies of the award, with a copy provided to NLS/BPH, as above.

C.4.3.2 If a magazine is canceled and replaced by another, the contractor shall not send the new magazine to subscribing foreign agencies until notification from NLS/BPH that copyright permission for overseas sales has been received.

C.4.3.3 For each magazine, the contractor shall furnish to the NLS/BPH Foreign Language Librarian statistics on sales to foreign agencies using the form provided in Section J. The statistics shall cover the period from January 1 to December 31 and must be received at NLS/BPH no later than January 15 of the year following the contract year. A separate form shall be completed for each magazine produced. The agency that has purchased the subscription shall be listed, regardless of the address to which a magazine is mailed; individuals shall not purchase subscriptions.

C.5 SPECIAL INSTRUCTIONS AND INFORMATION FOR CERTAIN MAGAZINES

C.5.1 *Cooking Light*

This magazine has ten (10) monthly issues plus one (1) bimonthly issues.

C.5.2 Health News Letters

The three (3) health newsletters (*Berkeley Wellness Letter*, *Harvard Health Letter*, and *Mayo Clinic Health Letter*), including supplements shall be mailed as a single package each month. The due date for shipment shall be determined by arrival of the print or electronic version of the last of the three publications for that month. For any exception to this shipping schedule, the contractor shall contact the designated contract monitor or COTR for instructions. Each monthly package of three (3) health newsletters will be considered a single magazine for the approval procedure as specified in Section E.4.

C.5.2.1 Harvard Health Letter

Letter includes twelve (12) monthly editions and five (5) added supplements of four print-pages each.

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C.5.2.2 Mayo Clinic Health Letter

Letter includes twelve (12) monthly editions, three (3) medical essays of eight print-pages each, and a five-year cumulative index published in December.

C.5.2.3 Berkeley Wellness Letter

Letter includes twelve (12) monthly editions.

C.5.3 *New York Times*

For this large print weekly, the contractor shall arrange the most expeditious method for receipt of the print copies from the New York Times office to expedite the production. If the contractor is not within local courier range of New York City, air carrier service may be required.

C.5.4 *Parenting*

The June/July and December/January are bimonthly issues. Otherwise, the magazine is published monthly and may include a special issue.

C.5.5 *Playboy*

The print copy of the special cover design will be provided by the incumbent contractor. Playboy Enterprises, Inc., will notify the contractor directly each month regarding which articles shall be omitted. The contractor shall transfer the special cover design to the successor contractor with five (5) calendar days of notification of production of the magazine award to other than the incumbent contractor.

C.5.6 *Science News*

The final issue of the year is usually a double issue with twice the number of pages.

C.5.7 *Rolling Stone*

Double issues are published in July and December.

C.5.8 *Sports Schedules*

NLS/BPH will supply print copies of sports schedules to the contractor.

C.5.8.1 Front Cover

The following information shall be included:

- “(Year)(Name of League or Association and Sport) Schedule”, e.g., 2001 National League Baseball Schedule
- “In one part” - in both print and braille
- pages - Roman and Arabic (braille only)

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- name and address of league or association (in both print and braille) if found on the print schedule
- NLS/BPH logotype and Library of Congress seal

C.5.8.2 Back Cover

The following language shall appear in both print and braille:

“For special distribution, as authorized by Act of Congress under Public Law 89-522. Produced in braille for the Library of Congress, National Library Service for the Blind and Physically Handicapped, in cooperation with (name of league), by (contractor), contractor seal, if desired, and (year). The (name of league) schedule is available free of charge to blind and physically handicapped residents of the U.S. and American citizens living abroad, through funds provided by the Library of Congress, NLS/BPH.”

C.5.8.3 Mailing Envelopes

Envelopes for mailing shall be as specified in specification #801 Section 5; however, the name and the year of the sports schedule shall appear on the front of the envelope above the NLS/BPH logotype and Library of Congress seal and the return address shall be that of the mailing list contractor (see C.4.1). Copies provided in bulk to network libraries shall be inserted in mailing envelopes before placing in boxes for shipment to each library.

C.5.8.4 Control Copy

A control copy of a schedule which has been inspected and approved by NLS/BPH Quality Assurance Section is required prior to shipment. The contractor may submit a bound, proof press copy for approval of format and content only, however, this does not replace the required control copy. Sport schedules will be considered as six (6) issues of the same magazine for purposes of approval (See E.4)

C.6 MISCELLANEOUS INSTRUCTIONS

C.6.1 Tables and Columns

When all rows and columns of a table will fit within the braille line, the standard tabular format shall be used. Vertical division or keying may be used to achieve this format. If standard tabular format cannot be used, employ linear format. However, if neither of the above choices are usable, the contract monitor or COTR shall be contacted for instructions. Also, when a magazine contains large tables that may add unacceptable cost and production delays and are difficult to braille, the contract monitor or COTR shall be notified. Historically, such tables are not included; and the contract monitor or COTR will advise the contractor in each instance. When the inclusion of material would result in additional cost, both the COTR and the CO will be included in advising the contractor.

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C.6.2 Computer Braille Code

The *Code for Computer Braille Notation* published by the Braille Authority of North America shall be used when transcribing magazine articles relating to computers or data processing.

C.6.3 Nemeth Code

The *Nemeth Braille Code for Mathematics and Science Notation* shall be used in such scientific materials as chemical formulas and numbers containing superscripts and subscripts.

C.6.4 Code for Special Cases

Braille Format: Principles of Print to Braille Transcription shall be used when the literary code does not provide sufficient format guidance.

C.7 TRANSFER OF DATA

Within ten (10) calendar days after notification of braille magazine awards for the year succeeding this contract, the incumbent contractor if not successful in being awarded the magazines previously produced shall transfer to the new contractor the following items:

- a braille copy of the most recent issue of the magazine in order to maintain continuity of format
- the name and telephone number(s) of the most recent magazine publisher contact person(s)
- cover design for *Playboy*, if applicable

C.8 QUANTITY VARIANCE

The Library reserves to increase or decrease quantities as specified in contract clause, 52.217-6 (See Section I for full text). The number of copies and the size of magazine issues set forth herein are subject to a variance of plus twenty-five percent (+25%) or minus twenty-five (-25%) due to readership fluctuations or changes in magazine content. The contract shall immediately notify the NLS/BPH project monitor who will advise the COTR and CO when the quantity of copies drops below or exceeds this nominal range.

C.9 FILE TRANSFER OF BRAILLE MAGAZINES FOR WEB-BRAILLE

Within one (1) working day after the final ship date, the contractor shall transfer all parts of each braille magazine via FTP (file transfer protocol) to a Library of Congress computer using an NLS-provided user name and password. The files must match, in content, the hard copy braille. All preliminary pages must be included in the file for the part in which they appear. All filenames must be in the following form: nnmddyyp.brf.

C.9.1 File Name Elements

- nn: Magazine name (supplied by NLS, see list below) - 2 characters (alpha)
- m: Month - (a-l) - 1 character (alpha, see list below)

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- dd: Day - (1 - 31) - 2 characters (numeric). If single digit, add initial zero.
- yy: Year - 2 characters (numeric)
- p: Part # - 1 character (alpha, see list below)

All letters must be lowercase and numbers must be arabic. Monthly magazines need not include the dd (day) element.

Examples:

Rolling Stone, December 30, 1999, part 2: rsl3099b.brf
Berkeley Wellness Letter, January 2000, part 1: hba00a.brf

For combined issues, where two dates are mentioned, both dates are included in the filename. The magazine code is not repeated, but the rest of the filename elements appear twice.

Example:

Rolling Stone, August 3, 2000, August 17, 2000, part 1: rsh0300ah1700a.brf

C.9.2 Magazine Names

Berkeley Wellness Letter: hb
Boy's Life: bo
Cooking Light: cl
ESPN: es
Harper's: hp
Harvard Health Letter: hh
Kiplinger's Personal Finance: kf
Ladies Home Journal: lh
Martha Stewart Living: ms
Mayo Clinic Health Letter: hm
Muse: mu
National Geographic: ng
New York Times: ny
Parenting: pr
PC World: pw
Playboy: pb
Poetry: po
Popular Mechanics: pm
Popular Communications: pc
Rolling Stone: rs
Science News: sn
Seventeen: sv
Spider: sd
Stone Soup: ss
Wash. Post Book World: bw

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C.9.3 Month Codes

January	a
February	b
March	c
April	d
May	e
June	f
July	g
August	h
September	i
October	j
November	k
December	l

C.9.3 Part Codes

part 1	a
part 2	b
part 3	c
part 4	d
part 5	e
part 6	f
part 7	g
part 8	h
etc.	